

INSTRUCTIONS FOR REGISTRATIONS

Procedure

These are the instructions to register for the workshop:

1. Go to [this registration site](#). Fill in the required information to first register in their platform. You will only need to do this once independently of the number of their events you want to attend. You should enter your ID/Passport number. Press "Register" and you will enter your "personal area".

If you are already user

Enter

☐ Remember me

[Login](#)

[Do you forget the password? / Get password](#)

If you are not registered yet

Register

☒ Male
☐ Female

☐ I accept the [Data Protection Act](#)

[Register](#)

2. On that screen, click on "courses that I can enroll". You can search by the name of the conference. Click on "Registration" for that event.

UDA IKASTAROAK
CURSOS
DE VERANO
UPV/EHU

ESTÁS EN: Soy Alumno/a / My Registrations

[Spanish](#) | [Basque](#) | [English](#)

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Do you need help? Students' department: +34 943 21 95 11
Teachers' Department: +34 943 21 97 51
Communication: +34 943 21 90 79

Personal area ▾ Proposals ▾ Activities ▾ I am Student ▾ I am Director ▾ I am speaker ▾

29

Courses in which I am enrolled

Courses that I can enroll

Notice of Availability
for courses without seats
(2)

Buscar por:

Province ▾ Cycle ▾ Category ▾ Text

Buscar

Search

Show 10 ▾ entries ▾

Category	Code	Title	Start date	End date	Location	Status
Presentials	003-17	14th European Bat Research Symposium	2017-08-01	2017-08-05		Registration
Presentials	045-17	13 th European Conference on Surface Crystallography and Dynamics (ECSCD13)	2017-06-19	2017-06-21	Miramar Palace, Pº de Miramoncha nº 48. Donostia / San Sebastián	Registration (Shopping cart open)
Presentials	327-17	Basque Culture II. International Summer School	2017-07-03	2017-07-14	Gipuzkoa	Registration
Presentials	105-17	Photo- ElectroCatalysis at the Atomic Scale (PECAS)	2017-06-27	2017-06-30	Miramar Palace, Pº de Miramoncha nº 48. Donostia / San Sebastián	Registration (Shopping cart open)
Presentials	183-17	International Research Seminar in Urbanization Processes and Natural Morphologies	2017-09-07	2017-09-08	Miramar Palace, Pº de Miramoncha nº 48. Donostia / San Sebastián	Registration
Presentials	324-17	Molecular approaches, methods and techniques in animal ecology	2017-07-28	2017-07-30	Miramar Palace, Pº de Miramoncha nº 48. Donostia / San Sebastián	Registration
Presentials	338-17	CONGRESO DE PRUEBA	2017-07-10	2017-07-12	Miramar Palace, Pº de Miramoncha nº 48. Donostia / San Sebastián	Registration
On-line	312-17	Educación Literaria: Ideas y estrategias para su desarrollo en las aulas.	2017-03-01	2017-04-07		Registration
On-line	315-17	Educación en los tiempos del Selfie: pautas y consejos para familias con adolescentes conectados	2017-04-24	2017-06-03		Registration

<https://admin.uikeus/miscursos/list#>

IMPORTANT: Go through the **5 steps** to finalize the registration. Otherwise you will not be registered.

On step 1:

You fill in the rest of the required personal information. Please note that the field “affiliation” is very important for your identification badge. If you are required to write an affiliation number and do not have one, just write “-”. You can do this in other compulsory fields you do not wish to fill in. However you should fill in “Address, PC and City” for the invoice to be issued to your name. If you want the invoice to some other name (ie: institution), you will be able to choose a new billing address on step 4. (Click next.)

On step 2

- You choose your registration option. Depending on your option you may be asked to upload a required document.
- Click on the lunches you will attend. Click on the dinner if you are attending. It is important to click on every lunch/dinner you are attending; otherwise we will think you are not coming on the date you have not clicked. Write your special needs relating to food.

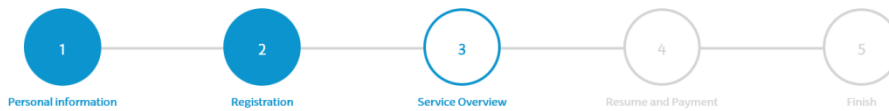
The screenshot displays a web form for registration. The top section is titled 'REGISTRATION' and has a deadline of 'Until 2017-06-02'. It contains three rows of options: 'Invited Speaker' (with a note to attach an invitation letter), 'Reduced fee (:30 years old)' (with a note to attach a documentary proof of identity and age), and 'Regular Fee'. To the right of these options are radio buttons for 'Included in rate', '200,00€', and '300,00€', with the '300,00€' option selected. Below this is a section titled 'LUNCHES' with a sub-header 'Lunch - June 19th' and the same deadline. It features a 'GENERAL' section on the left and a right-hand section with a checkbox for 'Included in rate' and a text area for 'Special needs relating to food (vegetarians, allergies...)' where 'Vegetarian (no fish, no meat)' has been entered.

- You can bring an accompanying person to the conference dinner. If that is the case you will have to pay an extra 50€ and also indicate their special needs.
- Choose your accommodation option if you wish:

Accommodation with reservation in their webpages. (for residences). If you click this option, you will receive a mail with information about how to proceed to access the accommodation at reduced rates.

Accept the conditions and click next.

On step 3: you can check your services:



REGISTRATION RESUME

Service	Date	Tariff	Price
REGISTRATION	2017-02-03	Regular Fee	300,00€
Lunch - June 19th	2017-02-03	GENERAL	0,00€
Lunch - June 20th	2017-02-03	GENERAL	0,00€
Lunch - June 21st	2017-02-03	GENERAL	0,00€
Conference Dinner - June 20th	2017-02-03	GENERAL	0,00€
Accompanying person to Conference Dinner	2017-02-03	GENERAL	50,00€
Total			350,00€

ACCOMMODATION

After the registration process is finished, you will receive an email with the codes with which you can make your accommodation booking with the reduced rates for Summer Courses. Information about accommodations is provided in the email you will receive once we have confirmed the payment of the course.

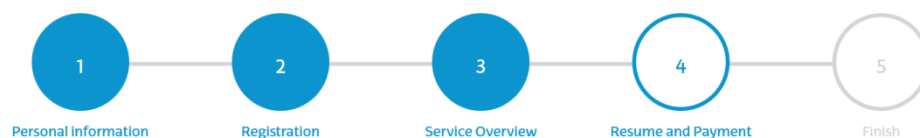
OBSERVATIONS

Service	Observations
Lunch - June 19th	Special needs relating to food (vegetarians, allergies...): Vegetarian (no fish no meat)
Lunch - June 20th	Special needs relating to food (vegetarians, allergies...): Vegetarian (no fish no meat)
Lunch - June 21st	Special needs relating to food (vegetarians, allergies...): Vegetarian (no fish no meat)
Conference Dinner - June 20th	Special needs relating to food (vegetarians, allergies...): Vegetarian (no fish no meat)
Accompanying person to Conference Dinner	Special needs relating to food (vegetarians, allergies...): Allergic to peanuts

[<< Back](#)[Next >>](#)

On step 4:

- You will be able to get a pro forma invoice if you need it for your institution to make a transfer. Note that it will be issued to the name and address that you have indicated on step one. If you want to change the billing address you have to click on "Yes" and in "Add a new address". Fill in the data and click on the correct address for pro-forma to be issued. The final invoice (after your registration and payment has been made) will be issued to that new billing address too.



BILLING

If you need a proforma invoice, click on "Get your proforma invoice".

[Get your proforma invoice](#)

Will you need an registration invoice?

☒ Yes ☐ No

Please check if the following information is correct.

If you need your invoice to be issued in the name of another person or entity, click on "Add new address".

[+ Add new address](#)

- Payment method. Choose your preference: Credit card /bank transfer

Province
Country
Comments
Actions

PAYMENT METHOD

Choose the payment method:

☐ Card:
Payment gateway (Credit card)

☒ By bank transfer:
 In order to complete the process of registration please note that a copy of the payment receipt shall be attached. Please write your NAME, SURNAME and CODE OF THE COURSE. Summer Courses will validate it and then you will receive confirmation of completion of the process. Bank charges are the responsibility of the applicant and must be paid together with the registration fee.
 If you cannot attach it at the time, you have 10 days to do it. You can attach it by accessing to "I am Student / My registrations / Courses in which I am enrolled / edit the course / Orders/cancellations and click in" Payment document upload" or you can send us a copy of the proof to info@uik.eus

Bank	Banco Bilbao Vizcaya Argentaria
Address	Avda. de la Libertad 36, 4ª planta
City	20004 Donostia / San Sebastián
IBAN	ES95 0182 5709 48 0010010034
SWIFT	BBVA ESMMXXX

Back
Next

If you choose credit card you will enter directly the bank's platform. If you have any problem with your credit card, let them know (info@uik.eus) stating on the subject the name of the conference. You will be contacted for the problem to be solved.

TPV virtual

PURCHASE DATA

Amount	350,00 Euros
Merchant	CURSOS DE VERANO UPVEHU
Order	22744fe04099
Date	06 / 02 / 2018
Time	09 : 32

MasterCard

Master

VISA

VISA

Payment Method

PAYMENT BY CARD

Card Number

Expiry Date

Month Year

Security Code

?

Pay

Cancel

Other forms of payment

iupay!

MasterCard

SecureCode

Verified by

VISA

To go back to a previous step (for example to change your payment method) click on the arrow on the general menu. You will be directed to this screen:

Virtual POS

Amount	350,00 Euros
Merchant Number	334567583
Terminal	1
Order reference number	227444e1d371

Duplicate order number.

Print

Close

Click on the tab “Close” you will see another screen notifying an error. Wait a little and soon you will be redirected to Cursos de Verano Platform.

If you choose bank transfer, you will be asked to upload a proof of payment. You will not be able to continue your registration until you do so. Therefore, if you still don't have it, upload a word document with a promise of payment indicating your name, ID/passport number, the conference you are attending. Do not stop on this step or your registration will not be complete.

2. Click next onto **Step 5**. You are now registered.

TO UPLOAD YOUR PROOF OF PAYMENT

Go back to [this registration site](#). As you are already registered, enter this time with your mail and password. You will be directed here:

On the tab “I am Student” click on My registrations / Courses in which I am enrolled (in blue)

Code	Title	Category	Start date	End date	Location	State
105-17	Photo- ElectroCatalysis at the Atomic Scale (PECAS)	Presentials	2017-06-27	2017-06-30		Cancelado
045-17	13 th European Conference on Surface Crystallography and Dynamics (ECSCD13)	Presentials	2017-06-19	2017-06-21		@Matriculado (por validar)

Edit the course (see more data). Go to the tab Orders/cancellations and on the column “Actions”, click on “Payment document upload”. If there is any problem, you could send a copy of the proof to info@uik.eus

ACTIVITY Title: 13 th European Conference on Surface Crystallography and Dynamics (ECSCD13) Code: 045-17											
Program Orders/Cancellations Bills											
Code	Fecha	Name	Surname	E-mail	Total	Lineas	State	Payment method	Documents	Actions	
11487	2017-02-10 15:44:08	Karmeia	Alonso	mcarmen_alonso@ehu.es	300	REGISTRATION (Regular Fee)	No pagado	By bank transfer		Payment Document Upload	

You could also ask for more services if you had forgotten when you first registered.

TO GET YOUR INVOICE

If you have paid by credit card you will be able to get your invoice immediately. If you have paid by bank transfer you will have to wait until your payment is validated. In any case, to get your invoice, you have to go back to [this registration site](#). Go to the tab “bills” and where it says “descargar” you can download your invoice.

ACTIVITY

Title: Towards reality in modelling of molecular electronics

Code: 132-16

Summary of the activity

Orders

Bills

Bills

Fecha	Número	Código cliente	CIF/ID / Passport number	Empresa	Titular	Localidad	CP	Province	Country	Total	Descargar
2016-04-12	201600501	2566	F033233		DRIDI GHASSEN	Toulouse	31400		France	300,00€	